

Position Title:	Bureau Chief, PPOB, CEA Level II
Department:	CONTROLLER, OFFICE OF STATE THE
Final Filing Date:	Friday, February 12, 2010
Bulletin ID:	02012010_2

The Above-Named Examination Bulletin is Amended as Follows:

iii. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given high-level position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services.

Salary Correction: CEA Level II (\$7815 to \$8616.00)



## CONTROLLER, OFFICE OF STATE THE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CONTROLLER, OFFICE OF STATE THE	<b>RELEASE DATE:</b>	Monday, February 1, 2010
<b>POSITION TITLE:</b>	Bureau Chief, PPOB, CEA Level II	<b>FINAL FILING DATE:</b>	Friday, February 12, 2010
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	02012010_2

### POSITION DESCRIPTION

With direction provided by the Chief, PPSD, the Bureau Chief, Personnel/Payroll Operations Bureau is responsible for planning, organizing, and directing various units of the division. The position will establish short and long range goals and objectives, to meet program goals and objectives, allocate resources to achieve program goals in the most effective manner, and monitor division activities to ensure conformance with division goals, objectives, and policies. In addition, the incumbent will develop and recommend statewide policy related to the maintenance and support of the legacy payroll and employment history systems. Duties include, but are not limited to, the following:

Essential Functions: (Candidates must perform the following functions with or without reasonable accommodations.)

- Provides overall direction to subordinate managers and their staff to manage and direct the State's centralized personnel/payroll operations production functions for over 150 state civil service departments, 23 CSU campuses, the Judicial Council, exempt, statutory and constitutional employees, as well as members of the Legislature. Manages staff responsible for providing employment history and payroll information to departments and campuses, the Department of Finance, the Governor's Office, the Legislature, State and Federal tax regulatory agencies, and various and private entities. Manages staff auditing all personnel transactions entered into the Employment History Data Base to safeguard the integrity of all personnel transactions that generate payments to ensure quality control.
- Recommends and develops new policies and procedures regarding guidelines for employment history and payroll information resulting from the conversion of the existing human resources systems to the new Human Resources Management System (HRMS), My CalPAYS.
- Provides direction to subordinate managers to insure that statewide personnel/payroll systems processes are executed accurately and timely. Responsible for the evaluation and monitoring of personnel and payroll system deficiencies. Provides consultative services to a variety of clients, from state departments and California State University campuses as well as private sector business clients. Provides direction to staff responsible for the upgrade and

maintenance of system-dependent tables and files used to accommodate special system processing conditions. Provides direction to subordinate managers regarding installation of revised systems applications and modifications. • Insures quality control of daily, monthly and annual programs. Directs staff in the analysis and identification of control agency pay letters as to their impact to statewide personnel and payroll systems; provides strategic direction to develop and maintain processing calendars for personnel and payroll operational activities. Directs staff engaged in the formulation, development, preparation and dissemination of statewide policies, procedures and instructions regarding Personnel, Payroll and Fiscal processes related to the administration of the Employment History Data Base and Uniform State Payroll System. • Administers the State's voluntary miscellaneous payroll deduction program and develops policy recommendations to support appropriate statutory requirements. • Directs the work of staff engaged in the development and support of personal computer applications for PPSD staff to streamline inefficient processes. Provides direction of the effectiveness of microcomputer applications for specific processes, environments and the development of personal computer applications. • Provides direction to subordinate managers to insure that the most difficult and sensitive activities involving stakeholders including the IRS, SSA, EDD, FTB, New York and Illinois Tax and Revenue departments, CSU Trustees and campuses, and state departments and agencies are accomplished. Responsible for providing direction for tax program systems analysis, design, planning and research. • Directs staff responsible for compliance with Federal and State tax directives and regulations affecting the State of California's \$4.2 billion employment tax program, which includes both withholding and remitting/reporting responsibilities. Directs staff involved in the design, development, planning, research and management of systems analysis and evaluation. • Consults with and apprises division management regarding tax project activities and recommended courses of action. Briefs management and federal and state control agency representatives regarding major developmental projects and legislative proposals. • Directs the work of staff engaged in the development of detailed unit project plans, monitors and evaluates progress, determines corrective measures and adjusts work plans as necessary. • In the absence of the Chief, Personnel/Payroll Services Division, the incumbent may represent division interests, with full authority to commit resources.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## DESIRABLE QUALIFICATION(S)

> Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the

Chief Fiscal Officer of the State of California and a member of boards and commissions; > A functional knowledge of California State Government processes; > Established experience interacting with various levels of government (i.e. Department of Personnel Administration, Department of Finance, California State Legislature, etc.); > Working knowledge of Personnel/Payroll Services for the State of California.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Bureau Chief, PPOB, CEA Level II**, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of an application, qualification, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commiserate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for an interview to compete for said vacancy. Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, Examination Unit  
300 Capitol Mall, Sacramento, CA 95814  
David Spring | 916-322-2791 | DSPRING@SCO.CA.GOV

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONTROLLER, OFFICE OF STATE THE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>